



## KENTUCKY BOARD OF LICENSURE FOR PRIVATE INVESTIGATORS

Steven L. Beshear  
Governor

P. O. Box 1360  
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<http://finance.ky.gov/bpi>

### **APPLICATION PROCEDURES**

In reply to your request for licensure information, enclosed is an application for licensure as a Private Investigator and Private Investigator Company. The requirements for licensure are defined in the laws and regulations (copy included) and should be studied very carefully.

The completed application, fee and three (3) completed fingerprint cards, including fee, and additional required documentation indicated on the application instructions, **must** be received in the board office no later than five (5) working days prior to the regular meeting. The board typically meets the first Thursday of each month at 1:00 p.m. (Board meeting dates/times are subject to change.) Incomplete applications will not be reviewed by the committee. **There are no exceptions.**

#### **FEES:**

- Private Investigator individual licensure fee - \$400 (\$100 submitted at the time of application fee + \$300 prior to license issuance)
- Sole Proprietor Company Private Investigator (one man company) fee- \$100.00 in addition to individual fees
- Company Private Investigator fee- \$500.00
- State and National Criminal History Background Report fee (with fingerprint cards) - \$39.25
- Kentucky Administrative Office of the Courts Criminal Background Report fee - \$10 (must be submitted to the Kentucky AOC for processing – directions are on the form)
- **All fees must be paid by check or money order made payable to the Kentucky State Treasurer. DO NOT SEND CASH;**

If you have any questions please contact the Board administrator at (502) 564-3296, extension 223. The web site address for the board is: <http://finance.ky.gov/bpi>

#### **Please be aware of the following important notes:**

- A company application **must** also be completed and submitted with the private investigator application (s) (if applicable)
- Two (2) recent color photographs **no larger than 2"x2"** with your name and social security number on the back must be included;
- Current certificate of general liability insurance coverage as outlined in KRS 329A.035;
- Additional fingerprint cards **must** be obtained from the Board office;
- If you require special accommodations for the examination, you must submit documentation of proof from a medical professional and notify the board in writing of the specific accommodations necessary;
- **Credit references and letters are no longer required;**
- Arson/fire investigators must submit copy of national certification from the National Association of Fire Investigators or the International Association of Arson Investigators;
- **Exam Information:** Once your application is approved by the Board, the exam study guide and letter containing all information needed to schedule the administration of the exam will be forwarded to you. **Exam fee of \$100.00 is paid to the examination company, Schroeder Measurement Technologies, Inc (SMT). SMT will assist you in locating a testing site nearest to your location.**
- **Kentucky now has a reciprocal agreement with Tennessee. You must submit license verification from the Tennessee Commission.**
- **All non- resident applicants are required to provide a state background check for the past five years of residency**
- **Please be advised that the private investigator exam must be taken in the Commonwealth of Kentucky Pursuant to 201 KAR 41:030 (3)**